



***United States Agency for International Development
USAID/Afghanistan, Kabul***

June 07, 2004
VAC No: AFG/USAID/04/009

USAID is announcing a vacancy for the following position

Financial Analyst (Re-advertisement)

The incumbent serves as a Financial Analyst in the Office of the Controller, USAID/Afghanistan. He/She provides professional financial management advice on a broad range of financial operations and issues to the Controller, Mission Management, Strategic Objective teams and numerous governmental and Non-Governmental counterpart institutions, which implement an array of complex development activities.

BASIC FUNCTION OF THE POSITION:

Reporting to the Supervisory Financial Analyst in USAID/Afghanistan, the incumbent will:

1. Participate in discussions and decision making relating to the principle team functions of program planning, achieving, and judging results while ensuring that financial management, internal control, and accountability issues receive adequate consideration.
2. Assists in reviewing implementing agency work plans, budgets and compliance with laws, regulations, contract/agreement provisions and policies.
3. Develops audit scopes of work for recipient contracted and agency contracted audits of USAID/Afghanistan funded organizations.
4. Reviews audit reports, findings and recommendations, and works with grantees, contractors, USAID Activity managers and members of the mission's Management Control Review Committee to follow-up on, resolve and close all audit recommendations.
5. Conducts comprehensive institutional reviews of potential recipients to assure that these institutions maintain the institutional capability to manage USAID resources and comply with documentation and reporting requirements.
6. Conducts periodic financial and administrative reviews of institutions receiving USAID funding to determine the adequacy of key organizational systems and procedures including, but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; and make recommendations for system improvements and modifications and assists the organization in improving systems and procedures in order to strengthen its capacity to account for, control and report on the use of USG funds.
6. Perform other duties as assigned by his/her supervisor

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DESIRED QUALIFICATIONS:

Education: A degree in Accounting, Financial Management or Business Administration is required and a CPA or its equivalent is preferred.

Prior Work Experience: Four to six years of work experience in professional accounting, auditing or financial management.

Language: Level III English ability (good working Knowledge) is required and Level IV (fluent) is highly desired. Knowledge of Dari, Pashto highly desirable.

Knowledge: knowledge of regulations and procedures relating to budgeting, auditing, accounting and financial management. A thorough knowledge of USAID activity design, development, implementation and evaluation processes.

Abilities and Skills: Ability to evaluate financial aspects of activities, institutional capacities and capabilities and adequacy of accounting systems and controls.

Salary Range: FSN 10

THIS IS A LOCAL HIRE POSITION

Applications must be in English. Deadline for submitting applications is 06/20/2004. Applications should be sent electronically, attention to Sameer Lodeen slodeen@usaid.gov or Kamal Paudel kapaudel@usaid.gov and should be submitted by the closing date 06/20/2004. Curriculum Vitae along with expression of interest and a copy of Afghanistan National Identity Card. **Female are encouraged to apply.**

USAID IS AN EQUAL OPPORTUNITY EMPLOYER. ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY